

ARTICLE 13 - RESIGNATION, REDUCTION IN WORK FORCE AND RE-ELIGIBILITY

Section 1. Resignation

- A. An employee who resigns their employment voluntarily with the City is asked to provide a written resignation with the Director. Resignations shall be submitted at least 14 calendar days prior to the final work day unless the Director consents to a shorter notice period. Vacation time or paid compensatory time cannot be used during the 14-day notice period, unless approved by the Director. The written resignation shall be forwarded to the Human Resources Director immediately. An employee who leaves the City service without filing a written resignation and giving two weeks' notice, and/or receiving the Director's approval for less than 14 days' notice, shall be considered in violation of the Human Resources Articles and forfeit any payout of accrued benefits that otherwise would be paid out upon separation or employment, and will have the fact entered on the service record in the personnel file, and shall be denied the right of the re-eligibility provisions of the City Human Resources Articles. A person denied the right of re-eligibility may apply for work only during open competitive recruitment. At the Director's discretion, resignations may go into immediate effect for employees in certain high-risk or security sensitive positions. Those employees may be paid for the full two weeks' notice period and eligible for payout of accrued benefits. Those employees may also be eligible for re-employment.
- B. When an employee resigns verbally and refuses to submit a written notice, the person receiving the verbal resignation shall document the facts, in memorandum form, and submit the memorandum to the Human Resources Director through the Director.
- C. When an employee has been absent without authorized leave for two consecutive work shifts, such absence shall constitute a resignation. The City Administrator may deem absence without authorized leave for one day to constitute a resignation if it is the second occurrence within a twelve month period, unless the employee had both a medical impairment which prevented working, and an inability to notify his/her immediate supervisor, confirmed by a doctor's certification. The Director, after coordination with the Human Resources Director, and with the approval of the City Administrator, shall notify the employee by registered or certified mail that the absence constitutes resignation. The notice shall be sent to the last known address of the employee.

Section 2. Effective Date of Resignation or Termination

- A. The effective date of a resignation shall be the agreed upon date between the Director and the employee, and/or the last day that the employee worked.
- B. The effective date of a termination shall be the date determined by the Human Resources Director.

Section 3. Withdrawal of Resignation

An employee, who has resigned in writing, or verbally, may, prior to the effective date, but only with the consent of the Director, withdraw the resignation in writing.

Section 4. Reduction in Force (RIF)

The City Administrator is authorized to establish Administrative Rules with regard to reductions in work force which are appropriate to the circumstances, and which give due regard to the experience and qualifications of the effected employees.

Section 5. Re-eligibility

- A. A regular employee who resigns in good standing may be eligible for re-employment. Re-employment will be contingent upon approval of the Director where the former employee worked, the Human Resources Director, and the City Administrator. Such employee must apply in writing within one year after the effective date of the resignation.
- B. Employees hired from the re-eligibility list shall, for all purposes, be considered as though they received an original appointment and may not use any of the previous periods(s) of employment for seniority purposes.